

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives
Committee on Ethics

2014 SEP -8 AM 9:57

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Katharine MacGregor
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: August 19, 2014 Return: August 22, 2014
b. Dates at personal expense (if any): _____ or None ☐
4. Departure city: Washington, DC Destination: Anchorage, AK Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Alyeska Pipeline Service Company
6. Describe meetings and events attended: Met with employees of Alyeska Pipeline Service Company and toured several facilities along the Trans-Alaska Pipeline System, including Pump Stations 1 and 4, as well as the Valdez Marine Terminal.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; *and*
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Katharine MacGregor DATE: 09/04/2014

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Doc Hastings DATE: 9/8/14

SIGNATURE OF SUPERVISING MEMBER: Doc Hastings

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.


NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Alyeska Pipeline Service Co.
2. Travel Destination(s): Anchorage, Deadhorse, Galbraith, and Valdez, Alaska
3. Date of Departure: August 19, 2014 Date of Return: August 22, 2014
4. Name(s) of Traveler(s): Kate MacGregor
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	2,850	570	227	50 (checked baggage - going & coming)
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 
Name: Kim Harb Title: Manager, Federal Govt Relations
Organization: Alyeska Pipeline Service Co.

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1667 K Street, NW, Suite 430
Washington, DC 20006

Telephone number: 202-466-3866

Email Address: kim.harb@alyeska-pipeline.com

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Kate MacGregor
2. Sponsor(s) (who will be paying for the trip): Alyeska Pipeline Service Company
3. Travel destination(s): Anchorage, Deadhorse, Galbraith, Valdez Alaska
4. a. Date of departure August 19, 2014 Date of return: August 22, 2014
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

I serve as Legislative Staff for our Subcommittee on Energy & Mineral Resources - which oversees energy development on federal lands & pipelines right of ways on federal lands. This tour of the TAPS & directly relates to the oversight job of our committee.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

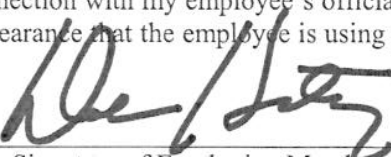
10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 07/17/2014


Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Alyeska Pipeline Service Company
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
All invitees work for committees and members with oversight responsibilities over agencies that oversee the Trans-Alaska Pipeline System. Full list of invitees is attached.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: August 19, 2014 Date of return: August 22, 2014
7.
 - a. City of departure: Washington, DC (one exception - Travis Joseph will be coming from Eugene, Oregon)
 - b. Destination(s): Anchorage, Deadhorse, Galbraith, and Valdez, Alaska
 - c. City of return: Washington DC (one exception - Travis Joseph will be returning to Eugene, Oregon)
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A - trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

Alyeska Pipeline Service Co. runs the Trans-Alaska Pipeline System. We are constantly adapting the operation and maintenance of the pipeline so we may continue to deliver oil safely while throughputs are declining. The tours and briefings will show the staff the ongoing work at each facility. Alyeska has planned the trip, will be paying for the airfares, hotel rooms and meals for the attendees. All personnel conducting briefings at each facility will be Alyeska employees.

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☒ Other ☐ (Specify: _____)

b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☒ Other ☐ (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

Coach travel to Alaska and to Valdez. No commercial flights for us to go to Galbraith PS 4, so using a charter that day. See itinerary attached.

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): Estimate \$80/day
Estimate \$200 total for 4 days.

2) Provide reason for selecting the location of the event or trip: _____
The 800-mile Trans-Alaska Pipeline starts on the North Slope of Alaska and goes down to Valdez.
We will be briefing the staff and showing them work that is being done on the North Slope, at Pump Station 4 and in Valdez. Since that is where the facilities are, that is the location.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hilton → Hotel name: (NOT confirmed) Voyager City: Anchorage Cost per night: \$190
Anchorage Reason(s) for selecting: NOTE - we are checking prices at 8 other hotels. We will probably be switching to a cheaper one as soon as we find availability.
500 W. 3rd Ave. Hotel name: _____ City: _____ Cost per night: _____
Anchorage, AK Reason(s) for selecting: _____
99501 Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$3,400	\$ 570	\$ 200
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Kim Harb

Name: Kim Harb

Title: Manager, Federal Government Relations

Organization: Alyeska Pipeline Service Co.

Address: 1667 K Street, NW Suite 430 Washington, DC 20006

Telephone number: 202-466-3866 (mobile 703-216-3561)

Email address: kim.harb@alyeska-pipeline.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

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Facsimile: (202) 225-7392

August 7, 2014

Ms. Katharine MacGregor
Committee on Natural Resources
1324 Longworth House Office Building
Washington, DC 20515

Dear Ms. MacGregor:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Anchorage, Alaska, scheduled for August 19 to 22, 2014, sponsored by Alyeska Pipeline Service Company.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:kd

Alyeska Pipeline Service Company
Trans-Alaska Pipeline System Congressional delegation trip
August 19-22, 2014

Invitees:

Senate:

Pat McCormick	Chief Counsel	Energy & Natural Resources
Clayton Allen	Professional Staff	Energy & Natural Resources
Allison Cullin	Professional Staff	Commerce
Ed Hild	Chief of Staff	Office of Senator Murkowski
Kate Williams	Legislative Director	Office of Senator Murkowski
Leslie Ridle	Deputy Chief of Staff	Office of Senator Begich
Bruce Scandling	Legislative Director	Office of Senator Begich
Michael Johnson	Legislative Assistant	Office of Senator Begich
Sydney Kaufman	Legislative Fellow	Office of Senator Begich
Stef Claus	Legislative Aide	Office of Senator Begich

House:

Kate MacGregor	Legislative Staff	Natural Resources Committee
Amanda Tharpe	Legislative Staff	Natural Resources Committee
Steve Feldgus	Staff Director	Energy & Mineral Resources s/c
Travis Joseph	Senior Policy Advisor	Natural Resources Committee

Alyeska Pipeline Service Company
Trans-Alaska Pipeline System Congressional delegation trip

August 19-22, 2014

AGENDA

Tuesday, August 19, 2014

Staff flies commercial from Washington DC to Anchorage Alaska

Cab to hotel

Hilton Anchorage 500 W. 3rd Avenue Anchorage, AK 99501

Wednesday, August 20, 2014

6:00 a.m. Depart hotel, cab to airport

Check in at desk for Ravn Air/Era Aviation and proceed downstairs to gate

7:00 a.m. Depart ANC by charter flight

9:30 a.m. Arrive Deadhorse on North Slope of Alaska

10:00 a.m. Shuttle to Pump Station 1

Safety briefing

PS 1 Overview and facility tour

- Electrification and automation
- Siemens turbine generator and 5 mw generator
- Metering building
- Below ground pipe work
- Control room
- Mile Post 0

12:30 p.m. Transport to Eagle Camp for lunch

1:15 p.m. Depart Eagle Camp for airport

1:45 p.m. Charter departs for Galbraith Airport

2:30 p.m. Transport from Galbraith Airport to Pump Station 4

3:00 p.m. PS 4 Overview and Facility tour

- Electrification and Automation

4:30 p.m. Depart PS 4 for Galbraith Airport

5:00 p.m. Depart Galbraith Airport for Anchorage

6:30 p.m. Arrive Anchorage

Staff cabs to hotel

Dinner TBD

Thursday, August 21, 2014

6:00 a.m. Depart hotel, cab to airport

7:15 a.m. Era Aviation flight leaves ANC for Valdez

8:00 a.m. Arrive at Pioneer Field Airport. Met by Betty McIntosh. Travel to VMT

8:30 a.m. Arrive at Valdez Marine Terminal

View Safety video

Terminal Overview Briefing

Driving tour of facility

9:45 a.m. Arrive at Ballast Water Treatment building

10:30 a.m. Arrive at Oil Spill Response Area

- Briefing on vessel booming, VMT response preparedness

11:00 a.m. Arrive at Berth 4

- Berth operations and tanker loading overview

11:45 a.m. Driving tour of:

- East and West Tank Farms
- Power vapor
- Visitor's pavilion

- 12:30 p.m. Arrive at Valdez Marine Terminal
Lunch in Prince William Sound Café
- 1:30 p.m. Arrive at Tug Dock
Board Ship Escort Response Vessel System vessel of opportunity
- Briefing on response barges
 - Valdez port tour
- 4:00 p.m. Arrive at Ship Escort Response Vessel System building
- Tour of duty office and Emergency Operations Center
 - Overview of Prevention and Response Operations and Maintenance
- 5:00 p.m. Leave for airport
- 6:10 p.m. Era Aviation flight leaves for ANC
- 6:55 p.m. Era Aviation flight arrives at Anchorage Airport
Staff cabs to hotel
Dinner TBD

Friday, August 22, 2014

Staff flies commercial from Anchorage Alaska to Washington DC

Alyeska Pipeline Service Company
Trans-Alaska Pipeline System Congressional delegation trip

August 20, 2014

AGENDA

Tuesday, August 19, 2014

Staff flies commercial from Washington DC to Anchorage Alaska

Cab to hotel

Hilton Anchorage 500 W. 3rd Avenue Anchorage, AK 99501

Wednesday, August 20, 2014

7:00 a.m. Depart hotel, cab to airport

Check in at desk for Ravn Air/Era Aviation and proceed downstairs to gate

8:00 a.m. Depart ANC by charter flight

11:10 a.m. Arrive Deadhorse on North Slope of Alaska

Shuttle to Pump Station 1

11:40 a.m. Arrive Pump Station 1

Safety briefing

PS 1 Overview, lunch and facility tour

- Electrification and automation
- Siemens turbine generator and 5 mw generator
- Metering building
- Below ground pipe work
- Control room
- Mile Post 0

1:40 p.m. Depart PS 1 for airport

2:00 p.m. Charter departs for Galbraith Airport

2:45 p.m. Transport from Galbraith Airport to Pump Station 4

3:15 p.m. PS 4 Overview and Facility tour

- Electrification and Automation

4:30 p.m. Depart PS 4 for Galbraith Airport

5:00 p.m. Depart Galbraith Airport for Anchorage

7:15 p.m. Arrive Anchorage

Staff cabs to hotel

Dinner TBD